

Executive Council Notes for April 15th Zoom Call
2:30pm Eastern

Zoom info:

<https://us02web.zoom.us/j/82000697317?pwd=NmkvVG5WTGppVjNVZ1gxVys0aVpWQT09>

EC Roll Call:

Djib Niang

Eric Lin

Hannah”Mel” Borja

Kate Ayers

ONA Staff:

Grace Reynolds

Susan Whyte

Seyoum Berhe

Mona Siddiqui

Absent:

Topic	Discussion	Decisions / Actions
Intro Eric	Welcome/Intro	2:30 PM Roll Call EC committee introduced themselves to Susan Whyte

<p>Susan Whyte</p>	<ul style="list-style-type: none"> • FOIA <ul style="list-style-type: none"> ○ Emails ○ Executive Committee planning ○ Subcommittee Work ○ Voting procedures 	<p>Rule: The government's business should be done in public. Ask Susan if not sure. When in doubt, keep it public.</p> <p>All committee work is subject to FIOA, not just full Advisory Board</p> <p>Don't have discussions about board information with multiple people on an email.</p> <p>If you have an idea, you should share it with Eric or Board Chair and then he can bring it to the whole group.</p> <p>The more structure the meeting has, the better. There are no limits on how many meetings you have if they are publicly posted.</p> <p>Public posting: Grace from ONA office will post it on common 3 days before the meeting. https://commonwealthcalendar.virginia.gov/</p> <p>Voting procedures: We must do a roll call vote for electronic meetings. Can use show of hands when we are in person.</p> <p>FB- Board members cannot engage in conversation on Facebook posts.</p> <p>Google Docs: If we use as a document where everyone else contributes, it is like a meeting. We can use it to share information, just not collaborate on a document.</p> <p>FIOA- If a board member gets a request, they should tell an ONA staff member and then the response. FIOA violations come with a penalty fee.</p>
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<p>Infrastructure Eric</p>	<ul style="list-style-type: none"> • Communications protocol <ul style="list-style-type: none"> ○ Resource <ul style="list-style-type: none"> ▪ Email ▪ FB Page ▪ Gov site posting ○ Who will manage? <ul style="list-style-type: none"> ▪ Approvals ▪ Actual comms <ul style="list-style-type: none"> • ONA comms • Governor comms • ONAAB generated comms <ul style="list-style-type: none"> ○ FB ○ Email 	<p>Email</p> <p>Record keeping/Operating Procedures: We will have an ONAAB email.- Seyoum will reach out to IT and let us know how to use that email. We will set up a gmail account to keep track of our own communication. Individuals can BCC the rest of the board in communication so people can't reply all and inadvertently have a conversation via email.</p> <p>Govt Site Grace will post meetings to the commonwealth calendar for now</p> <p>FaceBook Use to share information from governor's office. Seyoum wants to ask guidance for us about how we can use Facebook.</p> <p>ONA staff (Grace) has the responsibility to do the notice, post the minutes to the calendar. Secretary will get the minutes to the EC + ONA staff liaison for approval within 2 days.</p> <p>Website- There is a draft of an advisory board page called New Americans- We will review the draft before it goes live. Anything on the commonwealth calendar goes to this website.</p>

Infrastructure Eric	<ul style="list-style-type: none"> • Setup Resources <ul style="list-style-type: none"> ○ Email address ○ FB Page ○ Logo Branding ○ Website <ul style="list-style-type: none"> ▪ What elements will be included? resources, documents etc ▪ Who is managing this? ○ Business Cards 	We will revisit these things at a future meeting.
Infrastructure Eric	<ul style="list-style-type: none"> • Meetings <ul style="list-style-type: none"> ○ EC Meetings - for planning <ul style="list-style-type: none"> ▪ Frequency (▪ Resource - ○ Meetings/After meeting followup <ul style="list-style-type: none"> ▪ Frequency of Meetings 7/7 & 10/6 ▪ Meeting Minutes ▪ Follow up 	<p>EC Meetings</p> <p>Once a month, 1.5 hours, 2nd Wednesday of each month</p> <p>Need an ONA staff member to attend or contribute</p> <p>Purpose: Plan + follow up for quarterly group meetings</p> <p>We need to share meeting minutes with the staff, and staff will plan to check in with updates for the EC.</p> <p>Mona is our liaison for the other agencies and officials in the administration. If we have a direct link to an official, we can copy Mona+Grace. If we don't have a relationship, she can make that happen.</p> <p>Right now, we have 4 meetings, but we may need to extend to 6 meetings once we see how things go. The other 4 advisory board moved to 6 meetings per year.</p>

Infrastructure Eric	<ul style="list-style-type: none"> • SOP Review Plan 	Ask people to submit comments of the SOP to the EC (Eric) - and then we can look at the comments together and vote together.
Infrastructure Eric	<ul style="list-style-type: none"> • Committee Structure <ul style="list-style-type: none"> ○ Access to Services ○ Economic Opportunity ○ Inter/Intragovernmental Affairs ○ Overriding focus <ul style="list-style-type: none"> ▪ Language Access (Co-Leads) ▪ Data (Lead) ▪ Narrative (Board) 	<p>Access to services- any services across the board or awareness issues</p> <p>EE- workforce development, small business support, licensure</p> <p>Intergovernmental Relationships – how federal policies are impacting delivery services (law enforcement, citizenship, DACA, dreamers)</p> <p>Each committee will relate to different gov't agencies</p> <p>Committee meetings should happen no later than 1 month after the large group meeting. This will help the leads have time to connect with the groups.</p> <p>General practices are to have subcommittee meetings before larger meeting (This happened when meeting in person)</p> <p>The committee chairs will share meeting notes with leads and the leads contribute language access and data issues based on those committee meeting notes.</p> <p>4:15- Eric calls for public comment. Does anyone want to make a public comment for the ONAAB?</p> <p>Seeing none, we will proceed with the work of the EC and the staff of ONA</p>

		<p>Eric will provide a structure outline of the committee structure and the goal is to get it to the board and ask for approval.</p>
<p>Next Steps Eric & EC</p>	<ul style="list-style-type: none"> • Board Orientation? • Executive Summary 2020 • Inventory Board Skills sets/Experience (online – VLAB has a google form doc) • Advocate for reappointment 4 members (Rammy Barbari, Jenn Crewalk, Michael Hoefer, Milton Vickerman) • Speak with other 4 advisory boards • Community Mapping • Annual Report timeline – scope • June Immigrant Heritage Month Statement <ul style="list-style-type: none"> ○ Profiles in Innovation, Leadership, Resilience, Community Building • Sit down with ONA staff to understand the scope of services offered and what the plans are with the expansion into the immigrant communities. Schedule time to sit down at office? 	<p>Inventory for board skills/experience There is a google form- experiences, and what you hope to do. EC will divide the board members and reach out to them to find out what they are interested in.</p> <p>Orientation Have an orientation in June because 4 new members will be onboarded each year in June. Some boards have training for new appointees- moving forward, we should develop orientation to be connected to initial swearing in.</p> <p>Secretary of the Commonwealth has some board orientation materials- They did have an orientation scheduled, but still needs to be rescheduled. Mona will follow up with Susanne and Maribel about the board orientations.</p> <p>Executive Summary Submit comments to Eric. This will be submitted to the government.</p> <p>Eric proposes that the 4 who are up for reappointment should be able to stay on the board. Djibril and Mel affirms that they should be reappointed.</p> <p>Annual report timeline scope- we must have the report done by Dec 1st. We will need an advanced draft from ONA so that ONAAB can make their recommendations.</p>

		<p>Next EC meeting: Wednesday, May 12th 4:30PM-6:00PM For now, meetings will be the 2nd Wednesday of each month at this time.</p> <p>Next ONAAB meeting in July: Speakers: ONA Staff: Primer of what you have done, and what they are looking for in the ONAAB Courtney Dozier- Policy Director to give updates from legislative Barbara Alison-Bryan-Chief Deputy Director of Health Professions</p>
Adjourn		Eric: Meeting adjourned 4:47PM